

* - indicates a required field.

* POLICY NAME:	DEPARTMENT CHAIRS: APPOINTMENTS, DUTIES, AND RESPONSIBILITIES
* POLICY TYPE:	Presidential Policy - University Academic Policy
POLICY #:	D.6.1.
*STATUS:	Active
*CONTACT OFFICE:	Office of the Provost
*OVERSIGHT EXECUTIVE:	Provost
*APPLIES TO:	All academic departments
*PURPOSE:	To establish the duties expected of department chairs and the procedures for selecting them
DEFINITIONS:	
*POLICY STATEMENT:	Department chairs are nominated by their departments, serve three-year terms (which may be renewed), provide leadership of the department and ensure that necessary departmental administrative functions are carried out effectively, receive compensation for their service as chairs, and are annually evaluated by department colleagues and the College Dean. Chairs are expected to be available throughout the calendar year for departmental duties and responsibilities as required.
PROCEDURES:	
* General Procedures for Implementation:	<p>A. Selection, Appointment, and Terms of Office of Department Chairs</p> <ol style="list-style-type: none"> 1. Chairs are nominated by their respective departments by means of a majority vote. In some cases, chairs may be selected as a result of a national search designed to fill the department chair position with an external hire. 2. The nominee must be tenured, unless the President makes a specific exception to this general rule. The nomination requires the concurrence of the Dean and the Provost, and constitutes a recommendation to the President who shall make the final decision and formal appointment. 3. The term of office is three years. Chairs are not usually appointed for more than two consecutive terms (six years); exceptions may be requested of the President by majority vote of the department with the concurrence of the Dean and the Provost. <p>B. Department chairs are compensated with a reduced teaching load and a salary supplement, approved annually by the Board of Visitors. Both the</p>

release time and the salary supplement vary according to the size of the department. See the policy titled "Department Chair Compensation" for details about procedures for teaching load reductions and salary supplements.

C. Department Chair Duties

1. The implementation of academic programs is vested mainly in the academic departments, and the leadership and administration of these departments is the responsibility of the department chair.
2. Major aspects of department chair responsibilities include (a) providing academic leadership; (b) presiding over department meetings; (c) scheduling classes and assigning faculty to them; (d) allocating department space; (e) administering the departmental operating budget; (f) coordinating curriculum, program, outcomes assessment, and accreditation reviews as required; (g) reviewing and correcting departmental information in the University academic catalogs; (g) taking the lead in recruiting, hiring (or terminating), evaluating, and rewarding the department's faculty; (h) recommending faculty reappointments, promotions, and tenure; and (i) performing other duties as assigned by the College Dean.
3. Chairs also oversee the formation and operation of the departmental committees necessary to accomplish shared faculty governance at the department level. These committees make recommendations and otherwise assist the chair and the department faculty in the conduct of business required to effectively carry out departmental administration. The size of the department, and the nature and complexity of its administration and organization, will influence the kinds of departmental committees constituted.
4. Department chairs meet as a group with the dean when he/she deems it appropriate for the purpose of discussing educational issues and advising the dean on matters relevant to planning, implementation, evaluation, and improvement of the educational program. Chairs also meet individually with the dean at least once per academic year.

D. Department Chair Evaluation.

1. Department chairs in each college report directly to their respective college deans on all matters related to the programs of the colleges, and the deans are responsible for the annual evaluation of department chairs within their college (following procedures outlined in the *Faculty Handbook*, §§1.8.3 and 6.1).
2. Chairs are evaluated annually, with written input from all departmental faculty members. These evaluations take place during the same period of time in the fall semester over which annual faculty evaluations are conducted (see the [Faculty Handbook](#), §6.1).

E. Continuity and/or Termination of Department Chair Appointments

1. In unusual circumstances, and if recommended by the department and approved by the College Dean, the Provost, and the President, a department chair may be appointed to an additional term as chair following the completion of two successive three-year terms as chair.
2. In the event that a department chair is approved for a sabbatical or other planned leave during his or her term as chair, a temporary department

	<p>chair who will serve in that capacity for the duration of the department chair's leave may be appointed. The temporary chair should meet the qualifications required for serving as a department chair. The department chair nominates the temporary chair replacement, subject to the approval of the College Dean, the Provost, and the President. The replacement chair will receive the authorized salary supplement and teaching load reduction during the chair's period of leave, prorated to the duration of the leave period.</p> <p>3. In the event of an emergency leave of absence or a sick leave that would interfere with the chair being able to exercise his or her expected duties, the College Dean will request that the department nominate a person to serve as acting chair until the chair is able to return to duty. The replacement chair will receive the authorized salary supplement and teaching load reduction during the chair's period of leave, prorated to the duration of the leave period.</p> <p>4. A department chair may resign the appointment at any time during its duration, subject to the acceptance of the College Dean and the Provost.</p> <p>5. A department chair's appointment may be terminated by the College Dean at any time during its duration subject to the approval of the Provost and the President.</p>
* Process for Developing, Approving, and Amending Procedures:	Provost's Academic Affairs Council would develop and implement changes to this policy.
* Publication and Communication:	This policy shall be published in the digital repository of University policies. The Office of the Provost is responsible for ensuring that this information is distributed to department chairs.
* Compliance Monitoring and Reporting:	The Office of the Provost is responsible for ensuring that the terms of this policy are followed.
RELATED INFORMATION:	
Policy Background:	Statements of the duties of department chairs have been included in the Faculty Handbook as far back as 1982. Revisions of the Faculty Handbook have provided elaboration and increased detail about those duties. This policy elaborates on the material already provided in the Faculty Handbook.
* Policy Category:	Academic Affairs
Category Cross Reference:	

Related Policies:	D.6.3. Department Chair Compensation policy
HISTORY:	
* Origination Date:	1982
* Approved by:	Initially approved by the Rector and Visitors (as part of the adoption of the Faculty Handbook). In October 2011, the Provost's Academic Council created this separate policy statement to add clarifying details to the section on "Continuity and Termination" of appointments.
* Approval Date:	October 6, 2011
* Effective Date:	January 2012
* Review Process:	Ongoing and as needed.
* Next Scheduled Review:	As needed
Revision History:	The Faculty Handbook, and consequently the statement of department chair responsibilities contained in it, has been revised in these years: 1990, 1995, 1998, 2006, 2010, and 2011.